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SECRET

8 March 1988

MEMORANDUM FOR: ILSP Working Group Members, Alternates and Meeting Attendees

FROM: [redacted] STAT
Chairman, ILSP Working Group

SUBJECT: ILSP Working Group Meeting Minutes - 7 March 1988

1. The scheduled meeting of the ILSP Working Group (ILSP) was held at 0900 hours, 7 March 1988. The following representatives were present:

[redacted]	ILSP	STAT
	ILSP	
	OIT	
	ILSP	
	ILSP	
	O/Comp	
	OL/BSB	
	OSWR/Admin	
	OL/NBPO	
	ILSP	
	ILSP	
	ILSP	
	OIT/NBCPD	
	DS&T Alternate	
	OTE/AD	
	OSWR	
	NESA	
	OIT/NBCPD	
	OEA	
	DCI Admin	
	OS/SESD	
	DI Representative	
	DA Alternate	
	OS/SPS	
	OSWR	
	OS/PSD	
	OS/SESD	
	DI Alternate	
	DO Representative	
	ILSP	

[redacted] STAT

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SUBJECT: ILSP Working Group Meeting Minutes - 7 March 1988

The meeting followed the scheduled Agenda (Attachment 1).

2. Old Business

A. The minutes of the previous meeting were approved. A memo was sent to OIT, OL, and OS by C/NBPO/OL, stating that the subject of unsatisfactory conduit for security alarms brought up under OS topics at the last meeting (5A) has been known for a long time and those responsible were aware of the problems.

B. The DO has not yet named an alternate ILSP WG member.

3. OL Topics

A. An updated NHB North Tower Schedule (Attachment 2) was presented by [redacted]. Additional planned dates for OL, OIT, and (hopefully) OS activities will be added to the schedule by the next ILSP meeting. STAT

B. [redacted] reconfirmed the ownership of the Information Service Centers (ISCs) that will be in the NHB. The 2nd floor South Tower ISC will be owned by DO/IMS and the four other ISCs will be owned by OIT/CSG. There will also be five ISCs established in the OHB as a part of the Backfill Program. STAT

C. [redacted] provided an update on the fit-up work in the NHB. He stated that the OTS renovation on the ground floor of the North Tower was proceeding on schedule. The MPSS renovation on the fifth floor will commence shortly, with for completion the end of March. Construction drawings and specifications for the five OSWR equipment rooms that require HVAC and electrical modifications on the third, fourth, and fifth floors North Tower are in 20 percent design review. The ISCs on the second and fifth floors North Tower for OIT are in final design. The office space design for SE is in progress, and the 35 percent submission is due 11 March 1988. We are waiting on design comments from OSWR/TTAC and NAASW located on the third floor South Tower. STAT

D. [redacted] commented on the NHB survey work and stated that requirements gathering for the OGC and OIG have been completed and passed to the A & E Firm for design. Requirements for OP and OIT are nearing completion and office space design will follow. STAT

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E. A meeting was held by OL/ NBPO with other responsible groups to review the status of NHB CCTV. Money has been allocated by OS for 5 locations and the project is now back on track.

F. Opening of the first floor NHB connector corridor has been delayed until 14 March 1988.

G. "Flash passes" are now available for use for access to the NHB. It is only necessary for one person in a group to have the flash pass.

H. The "General Furniture Rules for NHB" issued 17 December 1987 was again cited as the policy for furniture moves into the NHB. Conservafiles (and equivalent files) that are in good condition will be moved. There was a lengthy discussion about new Corry Hiebert (CH) furniture for components moving into NHB. [redacted] stated that OL/FMD will furnish an NHB component's space with a combination of new CH furniture, which the component funded earlier through ILSP, and the component's existing executive and CH furniture, which will be moved with the component. Concern was expressed that this represents a change from the "box move" which had been briefed by Bob [redacted] the former ILSP chairman. Several component representatives felt that they had been promised all new CH furniture. STAT STAT

A subsequent search of the earlier agreements shows that some components (such as NESA and OSWR) funded for all (or almost all) new CH furniture. Other components (such as MPSS) funded for only a few new CH workstations. Memos sent to components by [redacted] in 1987 will be brought to the next ILSP WG meeting, and the furniture and move policy will be further discussed at that time. STAT

I. [redacted] of NESA is to be commended for developing an outstanding move plan. The plan will be presented to the ILSP WG at the next meeting. Archiving or destroying unnecessary documents is an activity that is encouraged for all components prior to their scheduled move dates. STAT

4. OIT Topics

A. [redacted] presented the updated OIT NHB Schedules covering PBX, WANG, and Special Wiring. (Attachment 3) The PBX and WANG wiring teams are proceding on schedule; however, the special wiring team is encountering delays. Better dates will be provided at the next ILSP WG meeting. STAT

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SUBJECT: ILSP Working Group Meeting Minutes - 7 March 1988

B. An updated Computer System Relocation Schedule was also presented. (Attachment 4) The next move scheduled is CAMS, although the date is not firm. A reminder was made of the 3-day shutdown over Memorial Day
STAT Weekend to accommodate the [redacted] Center move.

C. Two-way radios now in use will be supported in the NHB.

D. There were no new issues/concerns.

5. OS Topics

STAT A. [redacted] of OS/SESD said that the alarm hardware is installed on most floors, but the transmission lines and power to make it available for testing and operational use has not been installed by OL/NBPO and OIT. Al
STAT [redacted] will replace [redacted] as the ILSP contact for Alarm Systems. An AI was
STAT assigned to [redacted] to consolidate the NBPO, OIT, and FMD positions respectively on the status of power and lines required
STAT for the alarm systems and report at the next meeting. [redacted] was assigned an AI to setup a meeting to resolve these problems.

B. There were no new issues/concerns.

6. Outstanding Issues/Questions

A. OS has written a memo to DDA stating that some components require the use of safes in their operations to an extent greater than envisioned in the policy that called for the use of safes only in private offices. A copy of this memo will be provided as a handout at the next ILSP WG meeting.

B. Another reminder was made to notify OIR of OHB/NHB cable TV drop requirements.

7. General Issues or Concerns

There were no general issues or concerns brought forth when the ILSP WG members were polled. A suggestion was made to invite representatives of
STAT the OGC and OIG to attend the ILSP WG meetings. [redacted] asked if he could be provided layouts of where PPS was originally scheduled to be moved and
STAT where it is to be moved now. [redacted] will provide these to Chuck.

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SUBJECT: ILSP Working Group Meeting Minutes - 7 March 1988

8. Action Item Review

ILSP-23 DO Alternate AI - remains open- Overdue

ILSP-39 Provide alarm dates for schedules - deferred until 17 March - Overdue

ILSP-40 Schedule meeting on Corridor Connector - AI closed

ILSP-43 Schedule meeting on CCTV for compound security - AI closed

ILSP-44 Define 2-way radios and support in NHB - AI closed

ILSP-45 Define CCTV requirements to OIR with copy to ILSP - AI remains open

[redacted] STAT

All Components

9. Action Items Assigned

ILSP-46 Report on status of power and transmission lines for alarm systems. - Due 17 Mar 88

[redacted] STAT

ILSP

ILSP-47 Schedule meeting to resolve power and transmission lines for alarm systems - Due 17 Mar 88

ILSP

10. The next ILSP WG meeting is scheduled for 17 March 1988 at 1000 in 3E14 HQs.

[redacted] STAT

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ILSP WORKING GROUP
AGENDA
7 MARCH 1988

- OLD BUSINESS
  - Review/Approval of Minutes of previous meeting
  - New DO Alternate ILSP member [redacted] STAT

- OL TOPICS
  - Overview of North Tower Schedule [redacted] STAT
  - ISC ownership [redacted] STAT
  - Status of NHB Fit-up Work [redacted] STAT
  - Status of NHB Survey Work
  - Status of NHB Security CCTV [redacted] STAT
  - First Floor connector status
  - NHB Badge System [redacted] STAT
  - NHB Furniture Plan -A Clarification
  - NESA Log Planning
  - Furniture Status

- OIT TOPICS [redacted] STAT
  - Status of PBX and Wang work in NHB
  - Status of Computer Systems relocation
  - OIT support for radios
  - Issues/Concerns?

- OS TOPICS [redacted] STAT
  - Status of Alarm work in NHB
  - OS Certification policy in NHB
  - Issues/Concerns?

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- OUTSTANDING ISSUES/QUESTIONS

  - Policy regarding safes in the NHB

  - OIR request for cable TV drop requirements

- GENERAL ISSUES OR CONCERNS?

  - DA
  - O/DCI
  - DI
  - DO
  - DS&T

- ACTION ITEM REVIEW

- NEXT MEETING: 17 MARCH 1988, 10:00 3E14 HQS

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7 March 1988

		COMPLETION DATES						
Agency Office	North Tower Area	OL 100% Drawings	OL Provide Access	OIT UnderFloor Work	OL Carpet & Furniture	OIT Install Phones	OL Final Checkout	OS Alarms Working
OTS	Ground	871228*	880315	880509				?
	1st	871104*	871215*	880502?				?
	2nd	871103*	871204*	880502?				?
	3rd	871023*	871029*	880502?				?
OSWR	3rd	871023*	871023*	880502				?
	4th	871026*	871103*	880502				?
	5th	871028*	871120*	880502				?
NESA	6th	880104*	880119*	880401				?
OEA	6th	880121*	880128*	880401				?
MPSS	5th	880129*	880209*	880408				?
DI/TF	6th	880121*	880128*	880401				?
OTE-1	2nd	880309	880323					
	4th	880301	880315					
OMS-2	4th	880301	880315					
ISC-3	2nd	880307	880321					
	5th	880307	880321					
OL-4	Ground	880219*	880219*	?				
OIT-5	1st	880404	880418					
	2nd	880404	880418					
OP-6	4th	880404	880418					

NOTES:

* ACTUAL completion date (dates without asterisks are PLANNED dates)

-1 Fit-up of OTE classrooms only

-2 Fit-up of OMS Infirmary only

-3 Information Service Centers

-4 Fit-up of OL storage areas only

-5 Fit-up of OIT storage/office areas

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-6 Fit-up of OP office area around OMS Infirmary

N/A Not Applicable

? Date not yet supplied or verified

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NEW BUILDING SCHEDULE

3 March 1988

OFFICE	MOVE DATE	FLOOR	100% DWGS	ACCESS TO FLOOR	PBX WIRING COMP DATE	SPC WIRING COMP DATE	WANG WIRING COMP DATE	COMMENTS
OSWR	AUG	5N	NOW	NOW	DONE	5/2	N/A	NO WANGS
	AUG	4N	NOW	NOW	DONE	5/2	N/A	NO WANGS
	AUG	3N	NOW	NOW	DONE	5/2	N/A	NO WANGS
		3S						
OTS	JUL	3N	NOW	NOW	DONE	5/2	DONE	
	JUL	2N	NOW	NOW	DONE	5/2	DONE	
	JUL	1N	NOW	NOW	DONE	5/2	DONE	
		GN	NOW	3/15	4/22	5/9	4/22	
		GS						
NESA	SEP	6N	NOW	NOW	DONE	4/1	N/A	NO WANGS
OEA	AUG	6N	NOW	NOW	DONE	4/1	N/A	NO WANGS
MPSS	SEP	5N	NOW	NOW	3/7	4/15	N/A	NO WANGS
DI/TF	NOV	6N	NOW	NOW	3/7	N/A	N/A	NO WANGS OR SPEC WIRING
OIT	NOV	3N	4/4	4/18				
	NOV	2N	4/4	4/18				
	NOV	1N	4/4	4/18				
	NOV	GN	4/11					
		2S	4/11					
		1S	4/11					
		GS	4/11					
OTE	OCT	4N	3/1	3/15				
		2N	3/1	3/23				
		4S						
OMS	OCT	4N	3/1	3/15				
		GS						
PPS		2N						

ATTACHMENT 3

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NEW BUILDING SCHEDULE

3 March 1988

OFFICE	MOVE DATE	FLOOR	100% DWGS	ACCESS TO FLOOR	PBX WIRING COMP DATE	SPC WIRING COMP DATE	WANG WIRING COMP DATE	COMMENTS
OIT/ISC		5N	3/7	3/21				
		2N	3/7	3/21				
OS	NOV	4S						
		GS						
OP	NOV	4N	4/4	4/18				
	NOV	GN						
		5S						
		4S						
		3S						
		GS						
OL	NOV	GN						
		6S						
		5S						
		GS						
OF		6S						
AF		3S						
DO/TF		3S						
SE		2S						
		1S						
CONTING		5S						
		GS						
OGC		6S						
OIG		2S						

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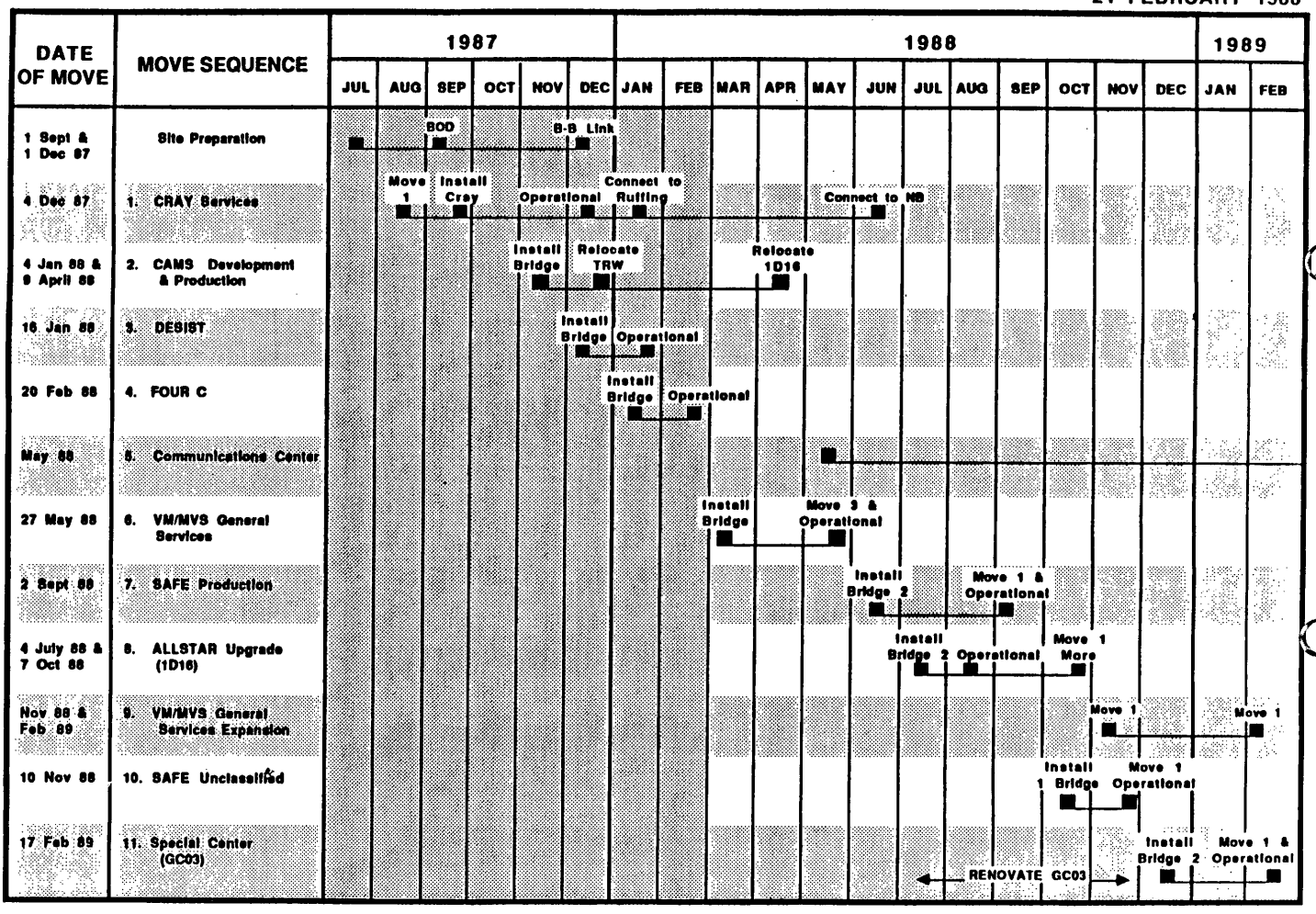
RELOCATION SCHEDULE

24 FEBRUARY 1988



ATTACHMENT 4

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16 March 1988

Agency Office	North Tower Area	OL 100% Drawings	OL Provide Access	OIT UnderFloor Work	OL Carpet/ Furniture	OIT Install Phones	OL Final Checkout	OS Alarms Working
		COMPLETION DATES						
OTS	Ground	871228*	880315*	880509	880610	880630		?
	1st	871104*	871215*	880307*	?	?		?
	2nd	871103*	871204*	880502?	880610?	880630?		?
	2nd-CG	?						
	3rd	871023*	871029*	880318	?	?		?
OSWR	3rd	871023*	871023*	880502	880613	880708		?
	4th	871026*	871103*	880502	880613	880708		?
	5th	871028*	871120*	880502	880613	880708		?
NESA	6th	880104*	880119*	880401	880513	880610		?
OEA	6th	880121*	880128*	880401	880513	880610		?
MPSS	5th	880129*	880209*	880415	880529	880624		?
DI/TF	6th	880121*	880128*	880401	880513	880610		?
OTE-1	2nd	880309*	880323	?				
	4th	880301*	880315*	?				
OMS-2	4th	880301*	880315*	?				
ISC-3	2nd	880307*	880321	?				
	5th	880307*	880321	?				
OL-4	Ground	880301*	880301*	?				
OIT-5	1st	880404	880418	?				
	2nd	880404	880418	?				
OP-6	4th	880404	880418	?				
OSO-7	2nd	?						

NOTES:

* ACTUAL completion date (dates without asterisks are PLANNED dates)

-CG Former OTS/CG space, given to OTS by DDA memo 2/23/88

-1 Fit-up of OTE classrooms only

-2 Fit-up of OMS Infirmary only

-3 Information Service Centers

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-4 Fit-up of OL storage areas only

-5 Fit-up of OIT storage/office areas

-6 Fit-up of OP office area around OMS Infirmary

-7 OSO/SPD only, temporary assignment per DDA memo 2/23/88

N/A Not Applicable

? Date not yet supplied or verified

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Integrated Logistics Support Program
NHB CY 1988 Occupancy Schedule

ACTIVITY	RESP. PERSON	1988 JUN 20 27 | JUL 4 11 18 25 | AUG 1 8 15 22 29 | SEP 5 12 19 26 | OCT 3 10 17 24 | NOV 31 7 14 21	LATE
OIT Phone Operators			NO
ISC – 2nd Floor			NO
OTS			NO
ISC – 5th floor			NO
OSWR			NO
OEA			NO
NESA			NO
MPSS			NO
BSB, CAD, NBPO, OIT			NO
OTE Classrooms			NO
OMS Infirmary			NO
OIT Office/Storage			NO

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Integrated Logistics Support Program
NHB CY 1989 Occupancy Schedule

ACTIVITY	RESP. PERSON	1988		1989							LATE
		NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
OIT Offices and ISCs											NO
OIG											NO
OSO/SPD											NO
OGC											NO
OSWR/NAASW											NO
OSWR/TTAC											NO
DO/IMS ISC											NO
SE											NO
AF											NO
PPS											NO
OP											NO
OL											NO
OS											NO
OF											NO

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ILSP WORKING GROUP
AGENDA
17 MARCH 1988

- OLD BUSINESS
  - Review/Approval of Minutes of previous meeting
  - New DO Alternate ILSP member [redacted] STAT

- OL TOPICS
  - Overview of ILSP Schedule [redacted] STAT
  - Status of NHB Fit-up Work
  - Status of NHB Survey Work
  - NHB Furniture Plan -Continued Discussion
  - NESA Log Planning [redacted] STAT
  - Status of Alarm Power Drops - allied - North tower by 15 APRIL
  - North, 1st floor connector to NHB is open. Any problems? 1st Floor 24 hr - 7 days Ground - Closed 1 AM - 5 day
  - Assignment of NHB space to OTS and OSO by DDA

- OIT TOPICS [redacted] STAT
  - Status of PBX, Wang, and special wiring work in NHB
  - Status of Computer Systems relocation
  - Status of Alarm Wiring conduit work
  - Issues/Concerns?

- OS TOPICS [redacted] STAT
  - Status of Alarm work in NHB
  - Issues/Concerns?

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- OUTSTANDING ISSUES/QUESTIONS

  - Status of OIR request for cable TV drop requirements

- GENERAL ISSUES OR CONCERNS?

  - DA
  - O/DCI
  - DI
  - DO
  - DS&T

- ACTION ITEM REVIEW

- NEXT MEETING: 31 MARCH 1988, 10:00 3E14 HQS

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